

13 April 1962

STATINTL

TO:

SUBJECT: Annual End-User Summary Reports on Foreign
Service Personnel

Annual End-User Summary Reports (Form DS-973) on all Foreign Service Officers (including Reserve and Staff) are due in State/PER/POD by 30 May 1962. These Summary Reports, unlike dispatch appraisals and the annual intelligence evaluation of each post's reporting, are included in individual officers' performance folders, thus influencing future assignments and promotions. It is most important, therefore, that these reports be prepared carefully and objectively.

Only those officers who have contributed substantially to the biographic program are rated. If an ambassador has participated in the program, a narrative statement recognizing his contribution should be prepared, but he should not receive a numerical rating.

Instructions for preparing the reports will be found on the back of Form DS-973, sample attached. Also attached are examples of Annual End-User Reports submitted in the past.

Please submit double-spaced drafts to me by c.o.b. 15 May 1962.



STATINTL

FOR OFFICIAL USE ONLY

State Dept. review completed

FORM DS-973
8-1-52

DEPARTMENT OF STATE

ANNUAL END-USER SUMMARY REPORT

OFFICER REPORTED ON,	CLASS	POST	
REVIEWING DEPARTMENT OR BUREAU	PERIOD COVERED		DATE SUBMITTED
	FROM	TO	

(Signature of Reviewing Official)

(Functional Title of Reviewing Official)

PLEASE FOLLOW INSTRUCTIONS ON REVERSE SIDE OF FORM

A. TYPE OF WORK OR ACTIVITY UNDER REVIEW

B. EVALUATION OF WORK PRODUCT OR ACTIVITY

C. RATING

Annual End-User Summary Evaluations are required at the time annual efficiency reports are due and normally cover a period of approximately one year. The report should cover, in summary form, the End-User's evaluation of the performance or work product of the officer or employee as measured and observed during that period. If it is desired to submit comments on individual reports or actions, such reports should be submitted in memorandum form.

PURPOSE

It is the purpose of this form to provide the Department of State with End-User evaluations of the performance of individual officers and employees of the Foreign Service to be considered along with their annual efficiency reports and other evidence of record in arriving at an over-all evaluation of their performance during the period covered by the rating.

INSTRUCTIONS

A. *Type of Work or Activity Being Reviewed.*

Specify the exact type of reporting, work product, or activity on which the report is based.

B. *Evaluation of Work Product or Activity.*

Discuss such factors as quality, scope and quantity of work, initiative and resourcefulness demonstrated, general usability or appropriateness of the effort, significant contributions which may have resulted, and similar factors as indicated. Consider opportunities existing at the post. Consider whether statistical and other types of information are readily available or whether considerable initiative and ingenuity are required to secure even basic information. Attach supplementary sheets if required.

C. *Rating Assigned.*

The rating is to be assigned in terms of six (6) levels, six (6) represents the highest rating, one (1) the lowest. Using the following standards encircle on the face of this form that number which best reflects the level of the officer's or employee's performance with reference to the type of work or activity reported on. The narrative evaluation under part B should justify the rating assigned. Ratings should be confined to an evaluation of the reports or other work products submitted without reference to the class level of the officer or employee.

1. - The work product or performance was deficient in many important respects and clearly below acceptable standards.
2. - The work product or performance although acceptable and usable was deficient in several important respects.
3. - The work product or performance was satisfactory.
4. - The work product or performance was more than satisfactory indicating considerable initiative and resourcefulness.
5. - The work product or performance was so exceptionally well done as to leave no recognizable room for improvement in any significant respect.
6. - The work product or performance was superior in every respect denoting the highest degree of resourcefulness and initiative with no recognizable room for possible improvement.

D. *Disposition of Form.*

Completed forms should be submitted to the Department of State, Division of Foreign Service Personnel, Performance Measurement Branch.